

**VIRGINIA NATIONAL GUARD**  
**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 05-156**

**POSITION TITLE/NUMBER:** Program Analyst, (Indefinite) 05-156, (PD Number 4002700)

**GRADE/SALARY:** GS-0343-09     \$42,307.00 - \$54,995.00 per annum

**DUTY LOCATION:** AASF, Sandston, VA

**OPENING DATE:** 28 September 2005                      **CLOSING DATE:** 27 October 2005 (1700 hrs)

**EMPLOYMENT STATUS:** Excepted Service Male/Female Commissioned Officers (NTE 05), Warrant Officers (NTE CW4) and Enlisted Personnel

**WHO CAN APPLY:**

**GROUP I** - All qualified Commissioned Officers (NTE 05), Warrant Officers (NTE CW4) and Enlisted personnel currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

**GROUP II** - Applications will be accepted from all qualified Virginia Army or Air National Commissioned Officers (NTE 05), Warrant Officers (NTE CW4) and Enlisted Personnel, regardless of employment status (Traditional/Military Technician/AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to, during, the advertisement period.

**GROUP III** - Individuals eligible for membership in the Virginia Army National Guard

**MILITARY CRITERIA:** Applicant must be qualified and eligible for award of an AOC/MOS as follows: O: BR: 15 AOC: 44A, 45A, 67J, W: BR: 15, MOS: 420A, E: CMF: 15, 92

**MILITARY ASSIGNMENT:** Applicant selected must occupy a military assignment that in the Virginia Army National Guard that ensures proper grade, unit, AOC/MOS prior to placement.

**POINT OF CONTACT:** LTC Robert A. Tamplet, (804) 236-7321

**QUALIFICATION REQUIREMENTS**

**GENERAL:** Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

**SPECIALIZED EXPERIENCE:** Work experience must show at least 24 (twenty-four) months of experience, such as: experience which demonstrates knowledge of the National Guard organization structures, functions, procedures, and techniques; experience which demonstrates the ability to apply practices, theories, techniques, and methods of management; experience which demonstrates the ability to analyze and interpret policies and procedures of local management; experience which demonstrates the ability to gather, assemble, and analyze facts; draws conclusions and develops solutions to assigned problems; experience in working with people from various trades and backgrounds to elicit their cooperation to perform specific tasks, comply with regulations, laws or practices; experience which demonstrates the ability to present and discuss complex matters in a clear and convincing manner.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS:** Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. The KSAs are not used for basic qualification. They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of National Guard Organizational structures, functions, procedures, and techniques.
2. Ability to apply practices, theories, techniques, and methods of management.
3. Ability to analyze and interpret policies, and procedures of higher headquarters as to applicability.
4. Ability to gather, assemble, and analyze facts; draw conclusions and develop solutions to assigned problems.
5. Skill in working with people of various trades and backgrounds.
6. Ability to orally present and discuss complex matters in a clear and convincing manner.

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**DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 40027000:** Analyzes funding for Flying Hour Program (FHP), Counter-Narcotics Program (CNOPS) and Additional Flight Training Periods (AFTPs) to aid effectiveness and to identify deficient areas or trends. Reviews, evaluates and analyzes obligations and expenditures. Assists SAAO in interpretation and utilization of reports and information provided. Advises management when manpower authorizations, based on analytical and statistical studies, appear unbalanced. Performs duties of management information systems manager for the SAAO. Based upon budget guidance received from higher headquarters, develops an annual budget for the aviation program. Determines training requirements for aircrew school training functioning as the principal liaison between National Guard Bureau (NGB), Department of the Army, aircraft manufacturing schools and other Department of Defense schools. Develops annual training budget data for training program.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

**REMARKS:** This position is being advertised as an indefinite appointment and a Group II or Group III applicant selected maybe released at any time.

In the event a permanent employee is selected for this indefinite position, there will be a change in their tenure from permanent to indefinite.

Indefinite appointments may be made permanent at a later date without competition. Individual will be advised of his/her rights and benefits to which entitled.

**APPLICATION PROCEDURES:** INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vanguardtechjobs@va.ngb.army.mil](mailto:vanguardtechjobs@va.ngb.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancies announcements are available at <http://www.neguard.com/jobs/Docs/statepoc.htm>